

73-253

ORDINANCE NO. 1618

1 AN ORDINANCE revising personnel policies  
2 regarding retirement and amending Ordinance  
3 No. 422, Section 7, as amended, and K.C.C.  
4 3.12.060.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 SECTION 1. Ordinance No. 422, Section 7, as amended, and  
7 K.C.C. 3.12.060 are hereby amended to read as follows:

8 (a) HOLIDAYS. The following days shall be considered  
9 holidays for county employees. Thereby county employees will  
10 be granted said days off with full pay: (Refer to Section  
11 3.12.060 (d) (5), Overtime, for exceptions to this policy).

12 (1) January 1st, New Year's Day;

13 (2) February 12, Lincoln's Birthday;

14 (3) Third Monday in February, Washington's Birthday Day;

15 (4) Last Monday in May, Memorial Day;

16 (5) July 4th, Independence Day;

17 (6) First Monday in September, Labor Day;

18 (7) Second Monday in October, Columbus Day;

19 (8) Fourth Monday in October, Veterans' Day;

20 (9) Thanksgiving Day, as legally designated and the day  
21 immediately following;

22 (10) December 25th, Christmas Day;

23 (11) Any day upon which a state-wide election is held;

24 (12) Special or limited holidays as declared by the Presi-  
25 dent or Governor, and as approved by the council;

26 (13) Such other days in lieu of holidays as the county  
27 council may determine. When a holiday falls on Saturday, the  
28 Friday before is a paid holiday. When a holiday falls on a  
29 Sunday, the Monday following is a paid holiday.

30 Only regular employees, holding county positions on the  
31 effective date of the holiday, will be eligible for holiday pay.

32 Administration of matters pertaining to holidays shall be  
33 the responsibility of the personnel department.

(b) VACATIONS.

(1) Every regular full-time employee shall receive vacation benefits as indicated in the following table:

Years of Continuous Service	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
3 years or less	.833 days	10 days	<del>((10-days))</del> <u>20 days</u>
Less than 12 years but more than 3 years	1.25 days	15 days	30 days
12 years and up	1.66 days	20 days	40 days

(A) Any regular full-time employee with less than three years of continuous service, employed by the county on or before the effective date of the ordinance codified in this chapter, shall receive vacation benefits as though the employee had at least three years of continuous service.

(B) Employees hired after the effective date of the ordinance codified in this chapter shall accrue vacation benefits annually until said employees have earned ~~((three))~~ one annual vacation.

(2) Employees with ~~((three))~~ one or more continuous years of service shall accrue vacation benefits monthly ~~((7))~~, effective January 1, 1974.

(3) Vacation benefits for regular part-time employees will be established based upon the ratio of hours actually worked (less overtime) to a standard work year.

For example:

If a regular part-time employee normally works four hours per day in a department that normally works eight hours per day then the part-time employee would be granted four-eighths of

1 the vacation benefit allowed a full-time staff member with an  
2 equivalent number of years service.

3 (4) No person shall be permitted to work for compensation  
4 for the county in any capacity during the time when vacation  
5 benefits are being drawn.

6 (5) Vacation shall not be in increments of less than four  
7 hours.

8 (6) Upon termination, for any reason, the employee will  
9 be paid for unused vacation credits. Payment will be based upon  
10 the hourly equivalent of the employee's salary at the time of  
11 termination (eight hours per day equals two thousand eighty  
12 hours per year).

13 (7) Extra help employees will not be granted vacation  
14 benefits.

15 (8) No employee shall earn the equivalent of a month's  
16 vacation credit during a month when the employee is absent with-  
17 out pay more than three working days.

18 (9) In cases of separation by death, payment of unused  
19 vacation benefits shall be made to the employee's estate, or  
20 in applicable cases, as provided by RCW Title 11.

21 (10) Employees may continue to accrue additional vacation  
22 beyond the maximum specified herein if, as a result of cyclical  
23 work loads or work assignments, accrued vacation will be lost.  
24 Employees who leave King County employment for any reason will  
25 be paid for their unused accrued vacation up to the maximum  
26 specified herein. Employees shall use or forfeit the excess  
27 accrual prior to December 31 of each year.

28 (c) SICK LEAVE

29 (1) Every regular full-time employee shall accrue sick  
30 leave benefits at the rate of one work day for each month in  
31 county service.

32 (2) No employee shall earn sick leave credit during a  
33 month in which the employee is absent without authorization or

absent without pay more than three days.

(3) Every regular part-time employee shall receive sick leave benefits proportionate to the employee's regular work day.

For example:

If a part-time employee normally works four hours per day and the department's normal work day is eight hours, the employee will receive four hours of sick leave benefits for the month.

(4) Extra help employees receive no sick leave benefits.

(5) Elected county officials shall not be subject to the limitations of this sick-leave policy.

(6) Sick leave shall accrue on a monthly basis starting with the first of the month following the month the employee commenced employment.

(7) Sick leave may be used in one hour increments, at the discretion of the department manager.

(8) There shall be no limit to the hours of sick leave benefits accrued by an employee.

(9) Sick leave benefits are provided in order that the employee's wages may be protected in cases where health is poor or medical attention is required. Department management is responsible for the proper administration of this benefit.

(10) Separation from King County employment, except by retirement or reason of temporary lay-off due to lack of work or funds, shall cancel all sick leave currently accrued to the employee. Should the employee resign in good standing and return to the county within one year, accrued sick leave shall be restored.

(11) Sick leave because of an employee's physical incapacity will not be approved when the injury is directly traceable to simultaneous employment other than with the county of King.

1           (12) King County will reimburse those employees who have  
2 at least five (5) years' service and retire as a result of  
3 length of service or who terminate by death twenty-five percent  
4 (25%) of their unused, accumulated sick leave to a maximum of  
5 thirty (30) days. All payments shall be made in cash, based on  
6 the employee's base rate, and there shall be no deferred sick  
7 leave reimbursement.

8           (d) TRAINING

9           (1) It is the policy of the county to provide, within  
10 budgeted appropriations, training opportunities for its eligible  
11 employees. The training policy shall be guided by, but not  
12 limited to, the overall objectives of encouraging and motivating  
13 employees, supervisors and management to improve their personal  
14 capabilities in performance of specific tasks, public relations,  
15 employee relations, various management techniques, communication  
16 skills, as well as orientation of new employees.

17           (2) The county executive shall have responsibility for  
18 planning and executing an adequate training program for the em-  
19 ployees and management of King County.

20           (3) The county will not reimburse employees for voluntary  
21 additional training.

22           (4) Employees wishing to complete educational programs may  
23 request a leave of absence for this purpose. The manager, with  
24 consultation with the appointing authority, may approve such  
25 leave of absence without pay.

26           (e) LEAVE OF ABSENCE WITHOUT PAY.

27           (1) Leaves of absence without pay for a time span of up  
28 to thirty calendar days may be granted to an employee by the  
29 employee's department manager.

30           (2) Leaves of absence without pay for a time span of more  
31 than thirty calendar days may be granted to an employee with  
32 appropriate approvals tendered by the employee's manager and  
33 the personnel department.

(3) A leave of absence without pay may be for a period not to exceed one year; except in unusual instances, in which case extension of the leave shall be reviewed by the personnel department.

(4) Other employee benefits shall not accrue to the employee while on leave of absence without pay.

(5) If the leave of absence without pay was granted for purposes of recovering health, the employee may be required to submit a physician's statement concerning the employee's ability to resume duties prior to return to work.

(6) An employee on leave of absence without pay may return from the leave before its expiration date, if subject employee provides the affected department manager with written notice fifteen days prior to resuming duties.

(7) Failure to return at the expiration date of a leave of absence without pay shall be considered automatic termination.

(8) A leave of absence may be revoked upon evidence submitted by the department head to the personnel office that subject leave of absence was requested and granted under false pretenses or that the need for such leave of absence has ceased to exist.

(f) FAMILY CARE AND DEATH. ((Three-sick-leave-days-of absence-from-the-job-may-be-granted-due-to-a-requirement-to-care for-immediate-family-members-that-are-seriously-ill---Three-days of-absence-from-the-job-may-be-granted-in-each-instance-when-a death-occurs-to-an-immediate-member-of-the-employee's-family. All-such-leaves-will-be-granted-with-pay-and-will-be-charged against-the-employee's-accumulated-sick-leave-account. Regular full-time-employees-with-no-accrued-sick-leave-shall-be-entitled to-not-more-than-three-(3)-days'-bereavement-leave-for-each absence-due-to-death-of-members-of-their-immediate-families. Regular-full-time-employees-shall-be-entitled-to-three-(3)-working-days-of-bereavement-leave-a-year-due-to-death-of-members-of their-immediate-family---In-cases-of-family-care-where-no-sick

1 leave-benefit-exists,-the-employee-may-be-granted-leave-without  
2 pay---A-holiday-or-regular-day-off-which-falls-within-the-said  
3 three-days-shall-not-be-charged-to-sick-leave,-but-shall-be  
4 counted-as-part-of-the-three-days.))

5 (1) Regular full-time employees shall be entitled to three  
6 (3) working days of bereavement leave a year due to death of  
7 members of their immediate family.

8 (2) Regular full-time employees, who have exhausted their  
9 bereavement leave, shall be entitled to use sick leave in the  
10 amount of three (3) days for each instance when death occurs to  
11 a member of the employee's immediate family.

12 (3) Three (3) sick leave days of absence from the job may  
13 be granted to an employee due to a requirement to care for imme-  
14 diate family members that are seriously ill.

15 (4) In cases of family care where no sick leave benefit  
16 exists, the employee may be granted leave without pay.

17 (5) In the application in any of the foregoing provisions,  
18 when a holiday or regular day off falls within the prescribed  
19 period of absence it shall not be charged.

20 (g) TIME OFF FOR EXAMINATIONS. All persons in the career  
21 service shall be entitled to necessary time off with pay for the  
22 purpose of taking qualifying or promotional examinations for the  
23 county of King. This shall include resulting hiring interviews  
24 for which they may be eligible.

25 (h) MILITARY LEAVE OF ABSENCE.

26 (1) The appointing authority, with the approval of the  
27 personnel manager, shall grant for a period not exceeding fifteen  
28 calendar days during each calendar year, a leave of absence, with  
29 pay, to regular employees for the purpose of taking part in active  
30 training duty as provided in RCW 38.40.060, provided that such  
31 request for such leave shall be in writing and accompanied with  
32 a validated copy of military orders ordering such active training  
33 duty.

1           (2) The appointing authority, must abide by federal law in  
2 granting military leave to those employees who enter the military  
3 of the United States for regular service of more than fifteen  
4 days.

5           (i) JURY DUTY. Any regular or probationary employee ordered  
6 on a jury shall be entitled to his regular county pay provided he  
7 deposits his fees for such service, exclusive of mileage, with  
8 the director of finance. Inasmuch as the county is paying the  
9 employee's salary, an employee will report back to his working  
10 supervisor and to work if it is practicable, when an employee is  
11 dismissed from jury service early on a particular day.

12           (j) RETIREMENT. Effective with the passing the ordinance  
13 codified in this chapter, retirement from county employment shall  
14 occur on the first of the month following the occurrence of the  
15 sixty-fifth birthday. ~~((There shall be no exceptions to this~~  
16 ~~policy.))~~

17           Employees hired prior to May 1, 1970, and after May 1, 1968,  
18 who attain age sixty-five prior to the completion of five years  
19 of service, and as a result thereof lose vesting rights in the  
20 retirement program, shall be allowed to continue employment with  
21 the county until the completion of five years of service, or  
22 until vested in the Public Employees' Retirement System, whichever  
23 shall occur sooner.

24           Employees over age sixty-two on the date this ordinance  
25 codified in this chapter becomes effective shall have an addition-  
26 al three years, if desired, to continue service with the county.  
27 This three year period is offered as a special consideration to  
28 those employees that had planned upon county income beyond age  
29 sixty-five.

30           Employees who retire, with less than three years of service,  
31 and before the completion of a full year beyond an anniversary  
32 of their initial employment date, shall be entitled to receive  
33 vacation benefits on a pro-rata basis for the portion of the



1 year worked. Such benefits shall not exceed a maximum of ten  
2 days.

3 Elected officials are exempted from this subsection.

4 (k) UNEMPLOYMENT COMPENSATION. King County will implement  
5 a self-insured form of unemployment compensation. The unemploy-  
6 ment compensation will meet the following criteria:

7 (1) Provide coverage for all full-time regular employees  
8 who have completed their probationary period, except that the  
9 foregoing does not include limited term employees.

10 (2) Coverage will apply to those employees who are laid off  
11 as a result of a reduction in work or funds.

12 (3) Employees who are receiving compensation under this  
13 program must provide evidence of actively seeking employment.

14 (4) The benefit will be the same as the State of Washington  
15 unemployment compensation but shall be good for twenty-six (26)  
16 weeks only (no extended benefits).

17 SECTION 2. NEW SECTION. The provisions of this ordinance  
18 shall be in effect as of January 1, 1973.

19 INTRODUCED AND READ for the first time this 9th day of  
20 April, 1973.

21 PASSED this 23d day of April, 1973.

22  
23 KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

24  
25 John T. O'Brien  
26 Chairman

27 ATTEST:

28  
29 Dorothy M. Quinn  
30 Deputy Administrator-Clerk  
King County Council

31 APPROVED this 23d day of April, 1973.

32  
33 Ed. J. Sullivan  
King County Executive